



## **EMPLOYMENT OPPORTUNITY**

**Vacancy Announcement No. 06-027**

### **THE EXPORT-IMPORT BANK OF THE UNITED STATES**

**The Official Export Credit Agency of the United States Government**

**Opening Date: 08/10/2006**

**Closing Date: 09/12/2006**

**\*\*\*THIS ANNOUNCEMENT HAS BEEN AMENDED TO CHANGE TITLE AND LOCATION\*\*\***

**Title, Series, Grade:**            **Supervisory Loan Specialist (Asset Monitoring) GS-1165-15  
(Managing Director, Asset Monitoring and Restructuring Section)**

**Area of Consideration:**      **All Sources**

**Location:**                      **Office of the Chief Financial Officer  
Asset Management Division  
Asset Monitoring and Restructuring Section**

**Number of vacancies:**        **1**

**Full Performance Level:**    **GS-15**

**Salary Range:**      **\$107,521.00 - \$139,774.00 per annum**

**Relocation Expenses may be paid**

**United States Citizenship Required**

#### **Retirement and Benefits Information:**

This position is covered by the Federal Employee Retirement System (FERS), or the Civil Service Retirement System (CSRS), depending on the status of the selectee. Both systems allow the selectee to participate in the Thrift Savings Plan (TSP), which is a 401(k) type plan. Both FERS and CSRS are defined-benefit retirement plans created by law and backed by the full faith and credit of the U.S. government. The selectee can also participate in health insurance, group life insurance, flexible spending account for health and/or dependent care, long term care insurance, and the Bank's transportation subsidy program.

**Summary of Duties:** The Export-Import Bank of the United States ("Ex-Im Bank"), an independent Federal agency of approximately 400 employees, is the official Export Credit Agency of the United States government. The agency provides loan guarantee, credit risk insurance, and loans to U.S. exporters, which helps to sustain jobs for many U.S. workers.

The incumbent of this position functions as the Managing Director of the Asset Monitoring and Restructuring Section, located in the Asset Management Division, of the Export-Import Bank of the United States, and reports directly to the Vice President of the Asset Management Division.

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The Asset Monitoring and Restructuring Section is responsible for monitoring project finance and structured corporates transactions and as the Managing Director, the incumbent is involved in formulating policies and management of all activities relating to project finance and structured corporates transactions and workouts.

The Managing Director, of Asset Monitoring and Restructuring Section provides policy and technical guidance and leadership for all project finance and structured corporates transactions, including negotiating with foreign and U.S. borrowers regarding recovery of credits and the protection of non-impaired credits. The Managing Director, of Asset Monitoring and Restructuring Section is responsible for the oversight and management of a subordinate workforce performing the following functions:

Monitoring the Bank's portfolio of project finance and structured corporates, transactions and restructuring troubled or special assets; monitoring country developments as they relate to the borrower's macroeconomic operating environment (i.e., currency, political climate/development); monitoring borrowers or guarantors for signs of credit deterioration which involves the collection and review of financial statements, collateral valuation reports, news reports etc; preparing semi-annual and, where warranted, restructuring reports on all borrowers within the project finance and structured corporates sector; assigning ratings to each borrower to reflect the company's debt payment capacity; participating in negotiating the terms of workouts or payment rescheduling with buyers or borrowers; coordinate with the Legal Division on documentation, policy, or guarantee issues; recommend charge-off of specific troubled assets; assist in the preparation of assets for sale to third parties; and coordinate with the Office of General Counsel to assign defaulted claims to attorneys or local collection agencies for collection and/or litigation.

### ELIGIBILITY REQUIREMENTS

**Basic Qualifications:** Eligibility for this position will be based upon a clear demonstration that the applicant has experience of the scope and quality sufficient to effectively carry out the duties of the position. For GS-15: Applicant must have 1 year equivalent to at least the next lower grade level.

**SPECIALIZED EXPERIENCE:** is any experience directly related to the duties summarized above, and includes, but is not limited to the following areas, **with emphasis on Project Finance and Structured Corporates related transactions:** **Impaired credits:** consensual workout restructuring, consensual partial-value settlements, non-consensual recoveries, sales, credit monitoring and valuation, and write-offs; **Operative, non-impaired credits:** modification of credit terms, covenants or conditions; modifications in the amounts of credit; waivers of financial covenants or other conditions; consents to various credit actions by borrowers or guarantors; and, credit monitoring and valuation of large, non-sovereign credit exposures; **Contractual review of claims:** determining the validity of claims; determining the extent of liability.

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**Evaluation Method:** Applicants who meet the eligibility requirement will be further evaluated to determine the extent to which they possess the Knowledge, Skills and Abilities (KSAs) listed below. This score will determine if an applicant is referred for possible interview. Applicants should prepare a concise narrative addressing EACH of the KSAs listed below. Indicate how your experience and/or education provided you with that KSA (i.e., describe relevant (i) specific assignments (including identifying the issue or problem that was the objective of the assignment, your level of responsibility, and the results achieved) or (ii) specific coursework). Responses must be separate from the application form.

Responses to the Knowledge, Skills and Abilities (KSA's) listed below should be typed and include your full name and vacancy announcement number at the top of each page. **Failure to provide responses to the KSA's will result in lower scores being received during the rating process.**

#### KNOWLEDGE, SKILLS & ABILITIES (KSA's):

1. Knowledge of Project Finance and Structured Corporates finance, including cross-border credit risk assessment and loan restructuring,
2. Ability to manage restructuring and/or liquidating problem loans.
3. Knowledge of the principles of finance, foreign exchange controls, export documentation, and international recovery procedures.
4. Skill in oral presentations and written negotiations regarding credit approvals, workouts, rescheduling and settlements.

#### APPLICATION PROCEDURE

Applicants are encouraged to fax or e-mail application materials given the delays encountered with mail delivery. **Applications may be faxed to (202) 565-3627; emailed to [jobapps@exim.gov](mailto:jobapps@exim.gov); or mailed to: 811 Vermont Avenue, NW, Rm. 771, Washington, DC 20571, Attn: Office of Human Resources.**

**All application materials must be received by the closing date of this announcement.**

**ALL STATUS CANDIDATES WHO WISH TO BE CONSIDERED UNDER BOTH MERIT PROMOTION AND COMPETITIVE PROCEDURES MUST SUBMIT TWO COMPLETED APPLICATIONS. WHEN ONLY ONE APPLICATION IS RECEIVED, IT WILL BE CONSIDERED UNDER MERIT PROMOTION PROCEDURES ONLY.**

**Required Prior to Employment:** Form OF 306, "Declaration for Federal Employment."

**Mandatory Submission for All Applicants:** Applicants **must** submit the following:

1. Form OF 612, "Optional Application for Federal Employment," accessible at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf) ;OR
2. A resume or other application format of applicant's choice;
3. Supplemental Statement addressing the KSAs; **AND**.
4. **Current and former Federal employees only:** Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held.

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**Regardless of which application form is submitted, it must include the information listed below or the applicant may not receive further consideration:**

- a. Announcement number, title, and grade(s) of the job for which applying;
- b. Full name, mailing address (with zip code), and day and evening phone numbers (with area code);
- c. Social Security Number and Citizenship;
- d. Veteran's preference, if eligible
- e. Highest Federal civilian grade held, including series and dates held;
- f. High School – name, city, state and zip code, and date of diploma or GED;
- g. Colleges and Universities – name, city, state with zip code, major(s), type and year of any degree(s) received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- h. Work experience – including the following information for paid/unpaid work: experience related to the position for which applying, job title (include series/grade if Federal position), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), number of hours per week, salary, duties and accomplishments, and indicate whether current supervisor may be contacted;
- i. Job-related training courses (title and year);
- j. Job-related skills, for example foreign languages, typing speed, computer software proficiencies;
- k. Job-related current certificates and licenses;
- l. Job-related honors, awards, and special accomplishments, such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.

**If applicable, also submit the following:**

1. Displaced eligibility proof, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or official notification from OPM or agency notice documenting special selection priority status (**MANDATORY SUBMISSION FOR ALL DISPLACED APPLICANTS**).
2. Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held (**MANDATORY SUBMISSION FOR ALL STATUS AND REINSTATEMENT APPLICANTS**).
3. Form DD-214, "Certificate of Release or Discharge From Active Duty," if claiming 5-Point veterans' preference.
4. Form SF-15, "Application for 10-Point Veterans' Preference," if claiming 10-Point veterans' preference, plus the proof required by the SF-15.

**VETERANS PREFERENCE:** For Delegated Examining Unit/external recruitment only: five points may be added to the eligible ratings of veterans who: Entered the military service prior to October 14, 1976; served on active duty during the Gulf War between August 2, 1990 and January 2, 1992, regardless of where the person served; or, served in a military action for which they received a campaign badge or expeditionary medal. Medal holders and Gulf War veterans must have served continuously for at least 24 months or the full period for which called or ordered to active duty. Ten points may be granted to the eligible ratings of disabled veterans; Purple Heart recipients; spouses or mothers of a 100 percent disabled veteran; or the widows, widowers, or mothers of a deceased veteran. Supporting documentation **MUST** be provided in order to receive the appropriate veterans preference.

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**Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP):** Displaced employees must meet the following definition of well-qualified:

Well-qualified employees are those who satisfy all education, experience, and KSA factors for this vacant position. Well-qualified employees are those who meet the above average level range of a three level or four level crediting plan for all KSA factors.

In addition, any well-qualified displaced employee must meet the eligibility criteria set forth below. He or she must:

1. Be a displaced employee;
2. Have a current (or a last) performance rating of record at fully successfully or equivalent;
3. Apply for a vacancy that is (i) at or below the grade level from which the employee is being or may be separated; and (ii) does not have greater promotion potential than the position from which the employee is being or may be separated;
4. Occupy a position in the same local commuting area of the vacancy;
5. File an application for a specific vacancy within the time frame stated on the vacancy announcement;
6. Provide proof of eligibility, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or an official notification from OPM or agency documenting special selection priority status.

#### **Other Information:**

1. Applications will not be accepted if submitted via United States Government postage-paid envelopes.
2. Investigations and clearances must be satisfactorily completed to remain in the position.
3. One year supervisory probationary period may be required.
4. U.S. Citizenship is required.
5. The Bank is a drug-free work place. Many Bank positions are Designated Testing Positions subject to random, periodic testing to ensure the Bank remains a drug-free work place.
6. If you are a male born after December 31, 1959, and are at least 18 years of age, you must be registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

The Bank provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at (202) 565-3300 or (202) 565-3729 (TTY). THE DECISION TO GRANT REASONABLE ACCOMMODATIONS WILL MADE BE ON A CASE-BY-CASE BASIS.

### **THE EXPORT-IMPORT BANK OF THE UNITED STATES IS AN EQUAL OPPORTUNITY EMPLOYER**

**All applicants will receive consideration without regard to race, religion, color, national origin, sex, disability, political affiliation, age, or any other non-merit factor.**

**Point of Contact: Office of Human Resources Phone Number: (202) 565-3300**